



Louisiana State Employees' Retirement System

Public Records Request Policy **Policy Number: LAS.01-002**

Issue Date: July 1, 2003
Effective Date: July 1, 2003
Revised Date: January 13, 2006
Executive Director's Approval:

s/Robert L. Borden

I. POLICY:

Any public records request should be submitted **in writing** to the Executive Counsel, or in his absence, the Executive Director.

II. PURPOSE:

To insure compliance with the Louisiana Public Records Law (LSA-R.S. 44:1 et seq.).

III. GUIDELINES:

Written public records requests may be submitted by any of the following means:

1. Fax: (225) 925-7603
2. Mail: Executive Counsel
LASERS
P.O.Box 44213,
Baton Rouge, LA 70804-4213
3. Hand Delivery or Express Mail: Executive Counsel
LASERS
8401 United Plaza Blvd., First Floor
Baton Rouge, LA 70809
4. E-Mail: publicrecords@lasersonline.org

The Executive Counsel shall notify the requesting party in writing if the requested information cannot be produced in the time frame provided for in the Public



Louisiana State Employees' Retirement System

Public Records Request Policy Policy Number: LAS.01-002

Records Law, and shall explain why it cannot be produced timely, and provide an estimated date when the information shall be ready.

IV. COST:

The production of any record shall be at 25 cents a page for paper copies. If the requested information is stored in a database, the Executive Counsel will be given the estimated retrieval costs to furnish to the requesting party; however, the requesting party will be responsible for payment of actual costs. LASERS can receive funds only by personal check, money order or cashier's check.

A member or retiree of LASERS who is requesting copies from his or her file shall be entitled to 20 pages (letter or legal size) from his or her file without charge per request. Multiple requests will be scrutinized to determine if a member or retiree is abusing this exception.